

IDAHO TRANSPORTATION DEPARTMENT

REQUEST FOR STATEMENT OF INTEREST

FOR

**I-84, Jct. SH-44 to Five Mile Road
Ada and Canyon Counties
Project No. IM-84-1(063)25
Key No. 9481**

November 1, 2004

REQUEST FOR STATEMENT OF INTEREST

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The following items are not included in this package, but can be located at the following web sites:

Sample Professional Agreement and Consultant Agreement Specifications
<http://www.itd.idaho.gov/design/cau/forms.htm>

Consultant CADD Specifications (Attachment No. 1)
<http://www.itd.idaho.gov/design/cadd/descadd.htm>

GENERAL INFORMATION

PROPOSAL

The Idaho Transportation Department (ITD) is seeking qualified and experienced respondents from interested firms to submit a statement of interest to propose a plan to reconstruct I-84 from Jct. SH-44 to Five Mile, including a concept report, environmental document and preliminary design through design approval.

GENERAL TERMS

This Statement of Interest (SOI) does not commit ITD to enter into an agreement or to pay any costs incurred in the preparation of this proposal or in subsequent negotiations.

REVISIONS TO SOI

All addenda to this solicitation will be posted on the Consultant Administration Unit Web page. No notice will be given by mail.

RESERVATION OF RIGHTS BY ITD

The issuance of this SOI does not constitute an assurance by ITD that any contract will actually be entered into by ITD and expressly reserves the right to:

- Waive any immaterial defect or informality in any response or response procedure
- Reject any and all proposals
- Reissue the Request for Statement of Interest
- Invite additional respondents to the proposal
- Request additional information and data from any or all respondents
- Extend the date for submission of responses
- Supplement, amend, or otherwise modify the SOI and cancel this request with or without the substitution of another SOI
- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
- Disqualify any respondent on the basis of any real or apparent conflict of interest

By responding to this proposal, each respondent agrees that any finding by ITD of any fact in dispute as to this proposal or the responses thereto shall be final and conclusive except as provided herein.

CONFLICT OF INTEREST

By the submission of a SOI, the Consultant agrees to ensure that, at the time of contracting, the Consultant will have no interest, direct or indirect, that would conflict in any manner or degree with the performance of the Consultant's obligations under the Agreement. The Consultant shall further covenant that, in the performance of the contract, the Consultant shall not employ any person, or subcontract with any entity, having any such known interest.

EEO REQUIREMENTS

Respondent, by submission of a proposal, agrees to not discriminate against any worker, employee, application subcontractor or any member of the public because of race, color, gender, age, national origin, or disability, or otherwise commit an unfair employment practice and further agrees to comply with all Federal, State, and Local equal employment opportunity requirements.

FINANCIAL REQUIREMENTS

Prior to negotiating an agreement, the selected consultant and their subconsultants will be required to submit certified hourly rates and their last years' financial information and overhead schedule in accordance with the Federal Acquisition Regulations (FARs) and the ITD *Overhead Guidelines for Consultants*. (To obtain a copy of the *Overhead Guidelines for Consultants*, please call Holly McClure at (208) 334-8486.)

PROPRIETARY MATERIAL

ITD assumes no liability for disclosure of proprietary material submitted by respondents. Proposal submittals shall be considered public documents under applicable state law except to the extent portions of the submittals are otherwise protected under applicable law.

EVALUATION CRITERIA

An Evaluation Committee will evaluate and determine the individual and comparative merits of each of the proposals received. It is the responsibility of the Consultant to ensure that it complies with this SOI and provides the information requested. If the Consultant fails to provide any information requested in this SOI, such failure may result in either a lowered evaluation score of the SOI or disqualification of the SOI.

CONTACT INFORMATION

All questions concerning the procedures of this statement of interest shall be directed to Nestor Fernandez at (208) 334-8495, or faxed to (208) 334-8025.

All project specific questions shall be directed by e-mail to Bruce Harral at Bruce.Harral@itd.idaho.gov. No questions will be accepted by telephone. All questions will be responded to by e-mail, within two days of receipt of the question(s).

Interested firms are encouraged to submit a contact e-mail address to Mr. Harral at the above address with a request to be included on an electronic mailing list. Firms on the mailing list will receive copies of the response to all project questions submitted. All questions and answers will be confidential, and no firms will be identified in the responses. This service is provided so all consultants will have equal access, and consistent information is given to all.

No project specific questions will be accepted after November 19, 2004.

PREPARATION INSTRUCTIONS

Proposals must conform to the following instructions. Any non-conforming proposal will be rejected.

Five complete copies of the proposal must be received by 4:00 p.m. MST on November 30, 2004. ITD will not accept copies sent by FAX. Proposals must be submitted in a sealed envelope or package with the project name, and the consultant's name and address clearly indicated on the envelope or package. Proposals must be in the actual possession of ITD on or prior to the above noted time and date, and at the location indicated below. Late proposals will not be considered, and will be returned to the consultant.

Proposals shall be sent to: Nestor Fernandez, P.E.
Consultant Administration Engineer
Idaho Transportation Department
P.O. Box 7129 (3311 W. State St., Room 214)
Boise, ID 83707-1129 (Boise, ID 83703-5881)

Do not mail your proposals to the street address. The Post Office will only deliver to the PO Box address. Use the street address only for overnight delivery by Fed Ex, etc.

Statements of Interest will be evaluated and, as part of the selection process, the top-ranked firms may be required, at their expense, to give a presentation and/or answer interview questions.

If your firm is selected and approved, negotiations will begin. If negotiations break down with a selected Consultant, they will be formally ended and negotiations will begin with the next ranked Consultant.

FORMAT

- The maximum length of the submittal shall be 12 pages.
- The introductory letter, organization chart, and resumes shall count in the page total.
- A cover page is acceptable, and does not count in the proposal page total.
- The DBE Commitment form is considered a separate document and does not count in the proposal page total.
- Except as otherwise noted, pages shall be 8 1/2 x 11 inches and single sided.
- Type style shall be not more than six lines per vertical inch and not smaller than 12 point.

INTRODUCTORY LETTER

The introductory letter should be addressed to: Nestor Fernandez, P.E.
Consultant Administration Engineer
Idaho Transportation Department
P.O. Box 7129
Boise, Idaho 83707-1129

The introductory letter should introduce the Consultant's submittal, identify the Project Manager, and list a contact telephone number, and contain a statement confirming the commitment of the key personnel identified in the submittal to meet ITD's quality and schedule expectations. List each Subconsultant, their work tasks, and a contact name and telephone number.

PROPOSAL

It is essential that the consultant provide an adequate staff of experienced personnel or subconsultants capable of and devoted to the successful accomplishment of work to be performed under this contract. The specific individuals or subconsultants listed in the proposal, including Project Manager, shall be assigned to the key positions and shall not be removed or replaced without the prior written approval of ITD. Replacement personnel submitted for approval must have at least equal qualifications, experience and expertise as those listed in the proposal.

The following criteria apply only to the Consultant except where specifically requested for the Consultant and each Subconsultant.

CRITERIA 1. COMPANY EXPERIENCE AND QUALIFICATIONS *(Complete for Consultant and each Subconsultant)*

Describe the firm's capabilities to develop this type of Urban Interstate project. Provide Descriptions of similar projects, identifying the similarities to this project, where the consultant successfully performed work within the last five (5) years. Include dates and specific services provided by the consultant. List three (3) verifiable professional services references with a contact person and phone number.

CRITERIA 2. PROJECT MANAGEMENT

Identify the proposed manager who will be responsible for the quality and timeliness of the consultant's deliverables. Also identify the proposed manager who will be responsible for the day-to-day operations of the consultant team and will be the primary contact person for immediate response to ITD's project manager. This may be the same person or two individuals. Provide a brief summary of experience and qualifications, including Idaho professional registration (if applicable) for each person identified.

CRITERIA 3. KEY PERSONNEL

(Complete for Consultant and each Subconsultant)

Identify the proposed key personnel and describe each person's roles and duties relative to this project. Provide a brief summary of experience and qualifications for this type of Urban Interstate project, including Idaho professional registration (if applicable) for each person identified. Submit an organization chart of the personnel with their roles and their office locations.

CRITERIA 4. PROJECT UNDERSTANDING

Provide a concise description, demonstrating knowledge, methodology, policies and procedures for accomplishing this type of Urban Interstate project as outlined in the Scope of Work. Identify potential issues that may be encountered.

CRITERIA 5. PROJECT CONTROL

Describe the Consultant's procedures for scope change control, schedule and cost control and quality control. This should include a description of the Consultant's control measures regarding the Subconsultants' project related work.

DBE PARTICIPATION REQUIREMENTS:

Only Disadvantage Business Enterprise (DBE) companies currently certified by the State of Idaho count toward achieving utilization goals. For this project, the Consultant must propose a minimum of eight (8) percent DBE participation or demonstrate "Good Faith Effort" toward achieving that goal. List all DBE companies, their specific work task or services, and their percentage of the budget. Use the enclosed DBE Commitment form to show this information. The Consultant may contact the ITD EEO office to verify the status of proposed DBE firms at the following location:

Idaho Transportation Department
EEO Office
P.O. Box 7129
Boise, ID 83707-1129

(3311 W. State St., Room 214)
(Boise, ID 83703-5881)

Ph. (208) 334-4442
FAX (208)332-4190

Or view a complete DBE Directory on-line at www.itd.idaho.gov/civil/dbefirms.htm . This listing is updated on the first Monday of every month.

STATEMENT OF INTEREST EVALUATION CRITERIA

	CRITERIA	RATING	WEIGHT	SCORE
	STATEMENT OF INTEREST FORMAT <i>Appearance, Follow Instructions, Professional</i>		x 1.0	
CRITERIA 1.	COMPANY EXPERIENCE AND QUALIFICATIONS <i>Company Qualifications, Recent Experience, References</i>		x 3.0	
CRITERIA 2.	PROJECT MANAGEMENT <i>Experience, Qualifications</i>		x 3.0	
CRITERIA 3.	KEY PERSONNEL <i>Experience, Qualifications, Organization Chart</i>		x 3.0	
CRITERIA 4.	PROJECT UNDERSTANDING <i>Demonstrated Knowledge and Methodology, Potential Issues</i>		x 3.0	
CRITERIA 5.	PROJECT CONTROL <i>Scope Control, Schedule and Cost Control, Quality Control</i>		x 2.0	
	TOTAL SCORE			

RATING POINTS:

- 5.0 - Excellent
- 4.0 - Good
- 3.0 - Satisfactory
- 2.0 - Marginal
- 0.0 - Unsatisfactory

SCOPE OF WORK URBAN INTERSTATE

Introduction

The Idaho Transportation Department is planning a major reconstruction of 23.2 miles of I-84, directly serving Boise, Meridian, Nampa and Caldwell. This project is located between Milepost 24.8 and 48.0, from the Junction of SH-44 to Five Mile Road. This segment of Interstate 84 is a four lane divided freeway. Construction will be staged in several smaller contracts.

Goal

The goal of this study is to propose a plan to reconstruct I-84, from the Jct. SH-44 to Five Mile, by means of staged projects that meet short term and long range needs of this segment of the Interstate.

The study will conclude with an Environmental Document and Preliminary Design through Preliminary Design Approval for the “ultimate build out” of I-84 from the Jct. SH-44 to Five Mile. This work will also include Location Study Reports and 8-Point Access Reports for the proposed interchanges and the existing interchanges scheduled for reconstruction as recommended in the I-84 Corridor Study adopted by COMPASS in October 2001.

Programming of the individual staged construction projects will follow Concept approval.

Prior Studies

A I-84 Corridor Study was adopted by COMPASS in October 2001, addressing the reconstruction and widening of the mainline and the alternatives for replacement and reconfiguration of the interchanges.

The next design phase should expand upon the work done in this prior study. This report is available at the COMPASS website at www.compassidaho.org

The general intent of this study is to deliver:

1. an approved Environmental Document
2. an approved Concept Report for I-84, Jct. SH-44 to Five Mile
3. comprehensive Staging Plan
4. design engineering necessary to complete the environmental studies and preliminary design.

The successful Consultant team should have expertise in urban highway and bridge design, the NEPA process in an urban setting, facilitating public meetings and hearings, traffic analysis, construction phasing and traffic control, design and construction project scheduling and Idaho Transportation Department policies and procedures.

The following scope of work is provided to assist the Consultant in determining personnel requirements. A detailed scope of work will be prepared upon selection of the Consultant Design Team.

1. Environmental Assessment

- a. Collect data, complete studies and submit reports required for the Environmental process through urban areas. The following are the major environmental issues anticipated that will need to be addressed as part of this project:
 - noise impacts (TNM) and air quality conformity (CAL3QHC)
 - neighborhood/service impacts
 - economic disruption
 - displacements
 - hazardous waste/materials
 - secondary and cumulative impacts
 - traffic control during construction
 - threatened and endangered species
 - visual Quality
 - archeological/culture resource clearance
 - air quality
- b. Coordinate public involvement including public input through information meetings, workshops and public hearing. Prepare displays and coordinate public meetings and a public hearing.
- c. Propose and prepare Wetland Mitigation Plans if applicable.
- d. Prepare the draft and final Environmental Documents in accordance with current ITD/FHWA guidelines.

2. Concept Report

- a. Complete an approved Concept Report in accordance with current ITD guidelines.
- b. Recommend interchange configurations for proposed and existing Interchanges. Integrate the interchange alternatives with the results of the environmental studies. Modify, if necessary, the interchange alternative(s) based on the environmental and/or design studies. HOV lanes may be appropriate for this project and will be considered.
- c. Prepare Design Exceptions as necessary.

3. Staging Plan

- a. Complete a staging plan to that breaks the “ultimate build out” into smaller construction projects.
- b. Include an evaluation of the priority of the proposed improvements. Priority should be based on capacity, operations, accident rate, safety, infrastructure life, construction traffic control and logical sequencing of construction.
- c. Each staged project should, at a minimum, include a discussion of:
 - i. project scope
 - ii. design schedule
 - iii. construction schedule
 - iv. cost estimate
 - v. level of service
 - vi. proposed construction traffic control
 - vii. weekend and night work, detours, and innovative construction traffic control practices that might be effectively used on these projects.
- d. Prepare a CPM for the ultimate build out project, incorporating the smaller sequential contracts.

4. Preliminary Design Activities

Preliminary Design engineering includes:

- a. Mapping and Surveying. Provide adequate topographic data, survey control and data collection for preliminary design and environmental studies. Mapping should also be acceptable for future use in the final design.
- b. Materials Investigation. Complete a Materials Phase I Report and Life Cycle Analysis and a Phase II Soils Report.
- c. Hydrology and Hydraulics. Provide design for preliminary assessment of storm drainage requirements.
- d. Utility Coordination. Coordinate identification of existing facilities and relocation. This will include irrigation facilities.
- e. Design horizontal and vertical alignments.

DBE COMMITMENT

Project Name _____

Project Number _____ Key No. _____

Consultant _____

Signature of Preparer

Date

Phone Number

Please complete the following information:

Name of Subconsultant	DBE (Y / N)	Scope of Work to be Performed by Subconsultant	% of Utilization

The goal for DBE participation on this project is eight (8) percent. If DBE participation has not been met, you are required to complete the following questions to describe efforts to obtain DBE participation. Each item will require an explanation of the action taken. Provide the explanation on a separate sheet of paper and attach to this form.

1. Have you advertised in general circulation, trade association and minority-focus media concerning the subcontracting opportunities? Explain.
2. Have you followed up initial solicitation of interest by contacting DBEs to determine with certainty whether they were interested? Submit telephone logs, letters, etc. to document follow-up activity.
3. Have you selected portions of the work to be performed by DBEs in order to increase the likelihood of meeting the DBE goal, including, where appropriate, breaking down the agreement into economically feasible units to facilitate DBE participation? Explain.
4. In addition to No. 1 above, have you effectively used the services of available minority community organizations, minority contractors' groups, local, state & federal minority business assistance offices and other organizations that provide assistance in identifying and subcontracting with DBEs? Explain.

Describe any other efforts not covered by the above four points that may indicate your firm's affirmative action to obtain DBE participation in this project.